Vertek Project Manager Opportunity

The Project Manager provides support to customers, clients, vendors and other operational support related service to client projects throughout all phases of the project management process groups from initiation through closing. He or she must have a combination of skills including an ability to ask penetrating questions, detect unstated assumptions and resolve conflicts, as well as general management skills.
The Project Manager is a "project guardian" using skills and knowledge to display dependability, resourcefulness, loyalty and professionalism in order to meet project requirements and demands. The Project Manager will be able to assist in foreseeing potential problems that could affect the project and to be able to propose possible solutions using expert judgment. The role of the Project Manager is to plan, execute, and finalize projects according to customer deadlines. This includes contacting resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Manager will also assist in defining the project's objectives and overseeing quality control throughout its life cycle. The Project Manager will have technical savvy in order to communicate effectively and professionally with the clients, customer, field technicians and other stakeholders.
Central to the role of a Project Manager is the delivery of exceptional customer service and support to both internal and external constituents with quality and a sense of urgency at the forefront.
The Project Manager is required to hold Certified Associate in Project Management (CAPM) certification, and the ability to fulfill the CAPM Maintenance requirements, which involves re-testing every 3 years.

DUTIES & RESPONSIBILITIES

Lend high quality support to Vertek Projects as required through performance of one or more of the following functions and duties under the direction of the Service Delivery Manager

PROJECT INTEGRATION MANAGEMENT

Planning and spec analysis in order to provide clear, track able and coordinated interpretations of the proposed project.
Creates and oversees the project plan after project definition has been accepted by the customer
Coordinates and assists in the development of electronic and written materials for project management proposals, presentations, and status updates

PROJECT SCOPE MANAGEMENT

Assists in defining project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
Assists in the development of project proposals, timelines and schedules

PROJECT TIME MANAGEMENT

Tracks project milestones and deliverables
Defines, sequence and activity estimations, develops schedules around activity resources

PROJECT COST MANAGEMENT

Have the ability to recognize an increase in costs due to potential risks and delays and be able to effectively communicate that information to the project sponsors prior to proceeding

PROJECT QUALITY MANAGEMENT

Evaluation and solution of potential field operations set-backs, shipping delays and other service affecting operatives to ensure the lowest impact to customer services
Prepares for engagement reviews and quality assurance procedures.
Act as liaison between resources involved in project implementation and assures that all work is satisfactorily completed according to specifications and predetermined timelines
Conducts customer satisfaction assessments electronically and by phone, documenting all communications

PROJECT HUMAN RESOURCES MANAGEMENT

Provide technical engineering information to company employees and subcontractors to ensure project complies with telecommunications industry standards, codes, specifications and design instructions
Assists in the coordination of personnel: vendors, contractors, etc., necessary to complete the project
Determine and assess need for additional staff resources, if necessary, during project cycle.
Maintains project expectations with team members and other stakeholders.

PROJECT COMMUNICATIONS MANAGEMENT

Prepares reports for project team on status of services provided for specific technology projects

Develop and deliver progress reports, proposals, requirements documentation, and presentations in addition of tracking changes and project reports.
Plan, organize and facilitate client calls to ensure clients are properly updated on project activity.
Plan, organize and facilitate project conference calls involving stakeholders for implementation through all phases of the project.
Uses computer applications such as Microsoft Project, spreadsheets, word processing, calendar, email and database software in performing work assignments
Track changes and project status

PROJECT RISK MANAGEMENT

Identify and resolve issues and conflicts within the project team.
Identify and manage project dependencies and critical path.
Effectively applies methodology and enforces project standards.
Ensures project documents are complete, current, and stored appropriately.
Minimizes our exposure and risk on project.
Research and recommend solutions to design document problems, including conflicts, interferences and errors/omissions.

RESULTS MANAGEMENT

Assist the Service Delivery Manager in conducting project post mortems and create a preliminary recommendations report in order to identify successful and unsuccessful project elements.
Provides project and reporting to the Service Delivery Manager for review for to submission to clients for project closure and acceptance.

PREFERRED QUALIFICATIONS

Bachelor's of Science Degree in related field
Certification(s) in Project Management
Familiarity with project management software, such as MS Project and all Microsoft Office Applications
Experience at working both independently and in a team-oriented, collaborative environment is essential.
Ability to assume responsibility, conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines.
Be motivated towards the common goals of the company and be able to motivate and encourage others through leading by example.
Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments.
Ability to defuse tension among project team, should it arise.
Ability to bring project to successful completion through political sensitivity.
Strong written and oral communication skills.
Strong interpersonal skills.
Adept at conducting research into project-related issues and products.
Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
Familiarity with related industry specifications and standards.

PREFERRED EDUCATION

Bachelor's Degree preferred
CAPM Certification - As a CAPM certification holder, you need to re-exam before the end of your five-year certification cycle.

www.vertek.com

Caroline DeJong
Customer Care Administrative
cdejong@vertek.com
802.764.4699